Microsoft® Office Online

Quick Reference Card - Shapes I: Introductory basics you can't live without

How to get shapes in Microsoft® Office Visio® 2003.

Get shapes with a template

1. On the **File** menu, point to **New** and click **Choose Drawing Type**.

2. In the **Category** list, click the category of drawing you want to create.

3. Under **Template**, click the type of drawing you want to create.

4. When you're done, notice the shapes inside the stencils on the left side.

Search for shapes

1. On the **View** menu, click **Shapes Window**.

2. In the **Search for Shapes** box, type one or more words that describe the shape you want.

3. Press ENTER.

Save the search results for later use

1. Right-click the title bar of the search results stencil, and then click **Save**.

2. In the **File name** box at the bottom, type a name that describes the shapes, and then click **Save**.

If you should ever need that stencil again, it's readily available: On the **File** menu, point to **Shapes**, and then point to **My Shapes**. Find the descriptive name you gave the stencil, and then click it.

Browse for a shape

1. Open a drawing.

2. On the **File** menu, point to **Shapes**.

3. Click the category that contains the stencils you want.

4. Click the name of the stencil.

5. The stencils will appear in the **Shapes** window on the left.

Use stencils provided by others

If someone gives you a stencil file (a .vss or .vsx file), you'll need to copy it to a special location on your hard drive to be able to access the stencil by using the **File** menu and **Shapes** submenu. That location is:

C:\Documents and Settings\user_name\My Documents\My Shapes (where user_name is your Windows user name).

Instead of trying to remember this path, you can do the following:

1. On the **File** menu, point to **Shapes**.

2. Point to **My Shapes**, and then click **Organize My Shapes**.

    Windows Explorer will open the appropriate folder for you. After the file is copied to that folder, the stencil will be available on the **My Shapes** submenu.

Insert pictures

1. On the **Insert** menu, point to **Picture**, and then click **From File**.

2. Locate the folder that contains a picture you want to insert.

3. Click the picture file, and then click **Open**.

Draw your own shapes

To draw your own shapes, use the **Drawing** toolbar.

On the **View** menu, point to **Toolbars**, and then click **Drawing**.

To learn more about drawing your own shapes, take a look at these resources:

Drawing Shapes

Editing Shapes

Constructing and Merging Shapes